

Introduction

Q0.

Burden Disclosure

Public reporting burden for this collection of information is estimated to average 6-10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA#0925-0648. Do not return the completed form to this address.

Introduction

This survey asks a series of questions about how you do your work, where you do your work, and to what extent our current workplace supports your work style and process. Instructions:

- Your responses are completely anonymous and secure with an extent permitted by law.
- For each question select the option that best represents your view.
- The survey will take approximately 6-10 minutes to complete.
- Try to answer each question within the survey as honestly and accurately as possible.

Questions about this survey can be sent to Stefana Scinta at stefana.scinta@callisonrtkl.com.

Demographics

Q00. Please provide responses to the following questions on your background. This information will be used securely with an extent permitted by law, and only for purposes of this specific project.

Q1. Please select your IC.

OD-ODP-DPCPSI

OD-OAMC-DPCPSI

OD-OER

OD-OIR-OTT

OD-OSP

OD-EDI

OD-OM

OD-EO (OIT)

NLM

Q2. Are you a:

Federal Employee (full time)

Federal Employee (part time)

Contractor/Consultant

Student/Intern

Fellow

Q3. Are you in a supervisory position?

Yes

No

Q4. Which of the following statements best describes your job function?

I am part of executive leadership

I manage/supervise direct reports

I am a Team Lead

I have no direct reports, but I oversee contractors/vendors

I am an individual contributor (I have no direct reports and do not oversee contractors)

I provide administrative support to others in my office

Q5. How long have you worked at NIH (including in other ICs)?

Fewer than 3 years

3-5 years

6-10 years

11-15 years

16-25 years

26+ years

Q6. What type of workspace do you currently have (or spend the majority of your time in)?

Assigned enclosed office

Assigned open workstation/cubicle

Assigned shared enclosed office

Unassigned/shared seat (workstation or office)

Other (please specify)

Q7. Does your assigned seat have access to or a view of a window, providing natural light/sunlight?

Yes

No

Typical Workday

Q8. What time do you typically arrive at work?

Before 6:00AM

6:00AM - 7:00AM

7:01AM - 8:00AM

8:01AM - 9:00AM

After 9:00AM

Q9. What time do you typically leave work?

Before 3:30PM

3:30PM - 4:30PM

4:31PM - 5:30PM

5:31PM - 6:30PM

6:31PM - 7:30PM

After 7:30PM

Q10. How do you typically get to work?

Drive alone in my own car

Carpool/Vanpool

Car share (Uber, Lyft, etc.)

Walk

Bicycle

Metro

Bus

Multi-modal transit including a portion of my trip on Metro

Other (please specify)

Q11. If you drive to work, where do you park?

Government/facility-provided space

Private parking garage

Accessible parking space

Street parking

Other (please specify)

Not applicable

Q12. Do you participate in an alternate work strategy?

Yes, I have a 5/4/9 or a 4/10 schedule (AWS schedule)

Yes, I have assigned telework day(s)

I telework on an ad hoc basis

No

Other (please explain)

Q13. On average, how many work days per week do you currently work in a location other than your assigned location?

- 0 days
 - 1 day
 - 2 days
 - 3 days
 - 4 days
 - 5 days
-

Work Style and Patterns

Q14. On average, I spend ___ percentage of time working at the following locations (total must add to 100%):

At my assigned NIH building	<input type="text" value="0"/> %
At another NIH site	<input type="text" value="0"/> %
At home	<input type="text" value="0"/> %
Traveling or at a 3rd party location (e.g. airport, contractor office)	<input type="text" value="0"/> %
Other (please specify) <input type="text"/>	<input type="text" value="0"/> %
Total	<input type="text" value="0"/> %

Q15. When at my building, I spend ___ percentage of time working in the following places (total must add to 100%):

At my desk/office	<input type="text" value="0"/> %
At the desk/office of a colleague	<input type="text" value="0"/> %
In an enclosed collaboration space	<input type="text" value="0"/> %
In an open collaboration space	<input type="text" value="0"/> %
Other (please specify) <input type="text"/>	<input type="text" value="0"/> %

Q16. In a typical year, how often do you travel to another city/region/country for business?

0-20% of the time

21-40% of the time

41-60% of the time

61-80% of the time

81-100% of the time

Collaboration

Q17.

With whom do you **most commonly** meet? Select all that apply.

Executives

Managers or supervisors

Colleagues and peers within my work group

Direct reports

Other employees outside of my immediate work group

Partners and/or customers outside of NIH

Q18.

What is the **most common** style of your meetings?

Mostly spontaneous or unscheduled

An equal mix of unscheduled and scheduled

Mostly planned or scheduled and recurring

Mostly planned or scheduled and not recurring

Q19.

What is the **most common** meeting format that you use?

Face-to-face

Face-to-face with a virtual component (teleconference/videoconference)

Teleconference

Videoconference

Q20. Select the location where you most typically meet with others. *Select all that apply.*

At someone's desk/office

Enclosed conference room

Informal meeting/break area

Hallways

Outside of the NIH workplace

Other (please specify)

Q21. What is the typical duration of your meetings? Please estimate the percentage of your meetings that are the following duration. *Total must add to 100%.*

Less than 15 minutes

%

15-30 minutes

%

31-60 minutes

%

61 minutes -2 hours

%

Longer than 2 hours

%

Total

%

Technology

Q22. What technology do you CURRENTLY have that is most helpful to your job? *Select all that apply.*

Double monitor

Video conferencing

Web-based meeting (WebEx, GoToMeeting, etc.)

Lync/Skype

WiFi

Soft phone (use of computer as telephone interface)

Smart phone

Laptop

SharePoint

Wireless headset

Multi-function device (combination copier / printer / scanner)

Other (please specify)

Q23. What technology do you NOT have that would be most helpful to your job? *Select all that apply.*

Double monitor

Video conferencing

Web-based meeting (WebEx, GoToMeeting, etc.)

Lync/Skype

Soft phone (use of computer as telephone interface)

Smart phone

Laptop

SharePoint

Wireless headset

Multi-function device (combination copier / printer / scanner)

Other (please specify)

Productivity

Q24. How is your productivity affected by the environmental conditions in this building (e.g. thermal, lighting, acoustics, cleanliness)?

Not affected at all

Positively affected

Negatively affected

Unable to be productive

